

BY ORDER OF THE COMMANDER



SHEPPARD AFB INSTRUCTION

31-101

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Security

★THE INSTALLATION SECURITY INSTRUCTION (ISI)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements requirements identified in AFI 31-101, *The Air Force Installation Security Program*, AFI 31-101/AETC Sup 1, *The Air Force Installation Security Program*, AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT/FP) Standards*, SAFB Plan 31-101, *Installation Security Plan*, and SAFBI 31-218, *The SAFB Crime Prevention Program*. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This instruction supersedes **AFI 31-209/SAFB Sup 1**, *The SAFB Resource Protection Program*, and contains numerical/series/title changes and substantial revisions. A star "★" next to the title indicates this instruction must be reviewed completely.

Section A—Roles and Responsibilities

1. The Installation Security Council (ISC) is the single governing body on Sheppard Air Force Base for installation security. The installation commander is responsible for establishing the ISC to implement programs for the protection of personnel, property, and resources under their control. Programs must meet DoD and Air Force protection criteria. *NOTE:* This body includes the responsibilities of what was formerly known as the Resource Protection Executive Committee.

2. Each unit commander will appoint, in writing, a unit Resource Protection Monitor (RPM) for Protection Level (PL) 4 resources. A letter of appointment must be forwarded to the Chief, Security Forces (CSF). The unit monitor will oversee the protection of all the unit resources for the commander, administer the self-inspection program, identify weak resource protection areas,

conduct all required training, and correct all deficiencies within the unit. The monitor will also maintain a working relationship with the base Resource Protection Program Manager (RPPM) who will assist the unit RPM in developing crime prevention measures suited to the unit.

2.1. Unit commanders will make their personnel aware that all losses or theft of government property must be reported to the Security Forces immediately detailing all pertinent information.

2.2. Unit commanders must also ensure a report of survey (ROS) is initiated on all missing government property in accordance with AFMAN 23-220, ***Reports of Survey for Air Force Property***.

3. To ensure widest dissemination, base directives will be advertised in publication bulletins and published on the SAFB official Web site.

4. All restricted and controlled areas are established pursuant to DoD Directive (DoDD) 5200.8, ***Security of DoD Installations and Resources***, and Section 21, ***International Security Act of 1950*** (Title 50 U.S.C. 797).

5. Pursuant to AFI 31-101, ***The Air Force Installation Security Program***, and this instruction, personnel must obtain specific written permission to enter controlled areas and any temporary restricted area established on Sheppard AFB.

6. The Installation Security Council. The ISC is vital to the installation security program planning process. ISC workgroups are established as specified below to address specific needs of the installation.

6.1. The ISC consists of: Commander, 82d Training Wing (82 TRW/CC) as Chairperson; Commander, 80th Flying Training Wing (80 FTW/CC); Commander, 82d Support Group (82 SPTG/CC); Commander, 82d Logistics Group (82 LG/CC); Commander, 82d Medical Group (82 MDG/CC); Chief of Security Forces (82 SFS/CC) as Recorder; Commander, 82d Civil Engineer Squadron (82 CES/CC); Commander, 82d Communications Squadron (82 CS/CC); Staff Judge Advocate (82 TRW/JA); Commander, AFOSI (AFOSI Det 411/CC); Inspector General (82 TRW/IG); Commander, 82d Comptroller Squadron (82 CPTS/CC); Comptroller (82 CPTS/FM); Chief of Safety, (82 TRW/SE); Plans Office (82 TRW/XP); Exercise Evaluation Team (EET) Chief (82 TRW/XPE); Commander, 82d Training Group (82 TRG/CC); Commander, 782d Training Group (782 TRG/CC); Commander, 882d Training Group (882 TRG/CC); and Commander, 982d Training Group (982 TRG/CC). The ISC will meet at a minimum on an annual basis. The committee will decide additions or deletions:

6.2. ISC Working Groups are established as follows:

6.2.1. Threat Working Group. The membership of the Threat Working Group consists of representatives from the 82d Security Forces Squadron (82 SFS/CC or designee), the

82d Communications Squadron (82 CS/CC or designee), the Installation Antiterrorism Program Manager or alternate, Base Fire Chief, and AFOSI Detachment 411, who is the base OPR. This group will meet on an as-needed basis and brief the ISC.

6.2.2. Force Protection Working Group. Consists of: Chief, Security Forces as Chairperson; Operations Officer; Operations Superintendent; NCOIC, Installation Security; NCOIC, Physical Security; NCOIC, Plans and Programs; and Installation Antiterrorism Program NCOIC, Physical Security; NCOIC, Plans and Programs; and Installation Antiterrorism Program Manager, AFOSI Det 411 (Intelligence/Counterintelligence Agent); 82 CES (Civil Engineer, Fire Protection, Electrical Engineer, Structural Engineer, Infrastructure Engineer, Readiness, and Housing); 82 TRW/XP (Emergency Planning); 82 MDG (Medical Services, Medical Operations, Mass Casualty/Triage); 82 CS (Communications); 82 TRW/PA (Terrorism Awareness); 82 TRW/JA (AT/FP Legal Advice); 82 CPTS (Financial); 80 FTW/XP; 82 LG; 82 TRG; 782 TRG; 882 TRG; and 982 TRG. The FPWG will meet on a semiannual basis and have the authority to call additional meetings on an as-needed basis.

6.2.3. The Alarm Working Group. Consists of: Chief, Security Forces; Base Resource Protection Program Manager; 82 CES/CC; 82 CS/SCX; and representatives from units with funds and AA&E storage requirements. The Chief, Security Forces, is the OPR.

6.2.4. The Loss Prevention Working Group. This group is a combination of the NCOIC, Police Services; NCOIC of Installation Security; and the Fraud, Waste, and Abuse (FWA) Committee. They will perform respective duties and responsibilities as determined by each report of significant loss. The OPR for this group is the base Inspector General (82 TRW/IG).

6.2.5. The Plans Working Group. Consists of the Chief, Security Forces; 82 TRW Plans Officer (82 TRW/XP); Transportation Combat Readiness Office (82 LS/LGSTR); and the AFOSI Det 411 Commander. This group will brief the ISC as required. The OPR is the Chief, Security Forces.

Section B—Procedures

7. Installation Entry and Internal Control Procedures. Sheppard AFB is designated as a "Closed Base" IAW AFI 31-101, *The Air Force Installation Security Program*.

7.1. Legal Authority. Commanders of military installations and facilities have the authority to publish and enforce regulations for safeguarding personnel, facilities, and property. This authority is derived from *The Internal Security Act of 1950* (50 United States Code [USC] 797), and is implemented by DoDD 5200.8, *Security of DoD Installations and Resources*; DoDD 5200.8-R, *Department of Defense Physical Security Program*; AFI 31-101, *The Air Force Installation Security Program*; and this instruction.

7.1.1. Jurisdiction. Sheppard AFB contains both exclusive and proprietary (proprietary) jurisdiction. The map located in Attachment 2 depicts jurisdictional boundaries.

7.2. Identification Requirements. Personnel authorized access to SAFB are those in possession of valid and legible DoD identification documents. These documents include: DD Form 2, series, **Armed Forces Identification Card**; DD Form 1173, series, **Uniformed Services Identification and Privilege Card**; AF Form 354, **Department of the Air Force Civilian Identification Card**; AETC Form 58, **AETC Civilian Identification Card**; AF Form 75, **Visitor/Vehicle Pass**; and NATO Country Identification Cards.

Exception: The only other organizations allowed unsponsored access to SAFB are federal, state, county, and city law enforcement agencies, school buses (during normal school hours), emergency response vehicles performing official duties, Wichita Falls Mass Transit Bus, Presidential and American taxicab vehicles.

7.2.1. Vehicle Requirements. To drive onto SAFB, vehicles must display a DD Form 2220, **DoD Vehicle Registration**; valid AF Form 2219, **Expiration Tab**; and color-coded grade decal, or valid AF Form 75, **Visitor/Vehicle Pass**, with expiration date annotated via colored marker. Decals and tabs must be displayed IAW AFI 31-204; **Air Force Motor Vehicle Traffic Supervision**, the required position is the top center of the windshield. All personnel possessing valid identification credentials who own or lease a vehicle which is operated on Sheppard AFB must report to Pass and ID within 3 days of either identification credential issuance or vehicle delivery/purchase to register the vehicle on the installation. In accordance with AFI 31-204/SAFB Sup 1, illegible AF Forms 75 will require the visitor/contractor to obtain a new pass. Expired forms may be disposed of or turned in to Security Forces. **Note:** During 100% identification checks, comply with procedures in paragraph 7.2.12 below.

7.2.2. Sponsorship Requirements. Personnel who do not possess valid, DoD installation entry credentials and do not fall under the exceptions identified in AFI 31-204/SAFB Sup 1, must be sponsored onto SAFB before entry is allowed. In order to avoid inconvenience, sponsors should call the Visitor Center ahead of time to pre-announce their guest.

7.2.2.1. All visitors will be checked against the base barment list before entry is allowed; personnel barred from SAFB will be denied entry.

7.2.2.2. Drivers will be checked against the driver's suspension/revocation list.

7.2.3. Categories of Visitors. There are three categories of visitors:

7.2.3.1. Short-term visitors (1 to 3 days): These visitors are processed onto SAFB by use of the Sponsored Visitor Access Log. The sponsor will call the Visitor Center and provide the following information: sponsor's name, address, phone number, and visitor's name and vehicle information (make, type, year, license plate number, if known). When the visitor comes to the

Visitor Center, they will inform the controller who they are visiting and where they are going. The visitor controller will verify the visitor's information via the Sponsored Visitor Access Log and their driver's license. If the visitor has not been pre-announced, the sponsor will be called to verify the visit. If the sponsor cannot be contacted, the visitor will be required to wait at the Visitor Center or will be refused entry until the sponsor can be contacted. An AF Form 75 will be issued to short-term visitors.

7.2.3.2. Medium-term visitors (4 to 30 days): Will be issued an AF Form 75/Visitor/Vehicle Pass, at the Visitor Center or Pass and Registration Section. A 15-day extension may be approved by the NCOIC, Pass and Registration, IAW AFI 31-204/SAFB Sup 1. The AF Form 75 should be placed on the front windshield (driver's side) of the visitor's vehicle so it is visible to the entry controller. This section does not apply to ENJJPT graduations, which are covered under special functions.

7.2.3.3. Long-term visitors (31 days to 6 months): These visitors must have a recurring need to enter SAFB. These visitors will be issued an AF Form 75. An AF Form 75 issued for more than 30 days must be approved by the NCOIC, Pass and Registration. Approval will be based on need, number of visits per week/month, and the nature of the visits. 82 SFS/SFOSP will provide a request letter to be filled out and returned by the sponsor to 82 SFS/SFOSP when completed. If a request is approved, the sponsor initially processes the visitor onto the base IAW the medium-term visitor procedures above and then both report to 82 SFS/SFOSP for issuance of an AF Form 75. At the end of the 6-month period, visitor access needs must be revalidated in the same manner in which the AF Form 75 was obtained. Examples of long-term visitors are permanent baby-sitters, intramural sports officials, etc.

7.2.4. Distinguished Visitor Procedures. Distinguished visitors are civilian dignitaries who are issued a DV or VIP pass after determination of eligibility by Public Affairs. Allow entry without visit verification.

7.2.5. Vendors. Vendors are individuals or organizations who provide services to the installation. Some of the more common vendors are delivery services (pizza, furniture, landscaping, flowers, etc.), sales personnel, repair service, etc. Vendors will be granted access to the base without an AF Form 75 provided they can provide documentation (bill of lading, work requests, etc.) showing the name and address of the individual and/or organization to whom they are providing the service. All others must go to the Visitor Center to be issued an AF Form 75. Vendors **may not** sponsor visitors onto SAFB.

7.2.6. Contractors. Contractors are those individuals or companies who have been awarded a government contract for performance on SAFB and are categorized as either temporary or long term. The following procedures will be adhered to:

7.2.6.1. Temporary contractors. Are issued an AF Form 75 valid for the length of the contract to use as an identification card if the contract is for 1 year or less. The foreman will make a list of employees and take it to 82 CONS/LGC to have it verified. The employee list is taken to 82 SFS/SFOSP, where it is kept until every individual on the list has an AF Form 75, and then the list is sent back to 82 CONS/LGC for their files. Temporary contractors **may not** sponsor visitors onto SAFB.

7.2.6.2. Contractors. With contracts between 1 and 3 years, an AETC Form 58 may be issued at the discretion of the local administrative Contracting Officer. DD Form 1172, **Application for Uniformed Services Identification Card**, is used to apply for this ID card. Contractors with contracts of 2 or more years who have been issued an AETC Form 58 are authorized DD Form 2220/DoD Vehicle Registration decal.

7.2.7. Taxi Procedures. Taxis from local taxi companies will be allowed entry without verification or issuance of AF Form 75 if the passenger has a valid DoD credential/identification card. Empty taxis are allowed to enter the installation during normal operations without a sponsor or issuance of an AF Form 75.

7.2.8. Mass Transit Bus Procedures. During normal operations, civilian mass transit buses (i.e., Wichita Falls Mass Transit, Painter, Trailways, etc.) will be allowed entry onto the installation without a sponsor. If a passenger is a visitor and requests entry, comply with visitor procedures in paragraph 7.2.3.1., 7.2.3.2., or 7.2.3.3. above.

7.2.9. Student Procedures. Civilian personnel with no DoD affiliation attending classes on base through a community program will be issued an AF Form 75 (valid only for class attendance) provided they are listed on a class roster. The Base Education Office must provide the Security Forces a roster each semester of those civilians attending classes to include full name, class title, term dates, days, and times of the week they will be attending.

7.2.10. Personnel Requesting Employment Procedures. Visitors requesting to go to the Civilian Personnel Office must present an appointment card from the Texas Employment Commission and a valid driver's license to gain access to the installation. If a Texas Employment Commission card is not required, the Civilian Personnel Office must sponsor the individual onto the installation. The Visitor Center will contact the Civilian Personnel Office and request sponsorship.

7.2.11. Special Functions.

7.2.11.1. For base-sponsored functions and activities such as ENJJPT graduations and bowling leagues, the sponsoring organization must notify Security Forces via memo and provide the location, time, and date of the activity within 48 hours of the activity. Personnel attending these activities will be allowed access to the installation with or without an AF Form 75 based on the

discretion of Security Forces Operations (82 SFS/SFO). Names provided on a list will be checked against the revocation/barment listing by Pass and Registration personnel. If a guest list is not available, requester must get 82 SPTG/CD approval.

7.2.11.2. During special private events or large social gatherings such as weddings, parties, etc., where numerous off-base civilian guests are invited or expected, the sponsor of the event should provide the 82 SFS/SFO with a written list of those people who do not possess a valid DoD credential or identification card. This list should be provided at least 48 hours in advance and include visitor's full name. Personnel attending these activities will be allowed access to the installation with or without an AF Form 75 based on the discretion of 82 SFS/SFO. Names provided on a list will be checked against the revocation/barment listing by Pass and Registration personnel. If a guest list is not available, requester must get 82 SPTG/CD approval.

7.2.11.3. For Thrift Shop, DRMO, and yard sales, etc., the individual or organization holding the sale must sponsor all visitors onto the installation or seek authority from 82 TRW/CC for open base policy. Sponsors are responsible for the conduct of their visitors/guests while they are on the installation. This is only for bonafide guests and does not include vendors who are making a delivery or providing a service to the sponsor. When the visit has concluded, sponsors are responsible for ensuring the visitor departs the installation.

7.2.12. One Hundred Percent Identification Checks. One hundred percent identification checks will be conducted on all vehicles entering SAFB from 2200-0500 and during times of increased security or at the discretion of 82 SFS/SFO or higher authority. Ensure identification cards/credentials are current and valid. All persons in the vehicle will be required to produce identification before they are allowed entry.

7.2.13. News Media Representative Requirements. When news media representatives arrive at the Main Gate, guards will immediately notify the Wing Public Affairs Office, 82 TRW/PA, during duty hours (0700-1630). After duty hours, or when the 82 TRW/PA cannot be reached, the on-call representative will be contacted via pager or through the Command Post. Media representatives will be treated courteously and asked to wait in the Visitor Center parking lot until PA representatives arrive. Guards will not answer questions from the news media and will ensure representatives remain out of hearing distance from SF radios. Media personnel will not be allowed access unless a PA representative physically escorts them.

7.2.14. Hazardous Material Transport Vehicle Procedures. Prior to loading and prior to base entry, 82 LS/LGSTC personnel will inspect all vehicles used in the transportation of Hazard Classes/Divisions 1.1, 1.2, 1.3, 1.4 (in quantities requiring placarding only), 2.3 (PIH) toxic gases, 6.1 (PIH) toxic materials, or 7 radioactive material (Yellow III only) in accordance with Title 49 CFR, AFI 91-201, and DoD safety regulations using DD Form 626, **Motor Vehicle Inspection**.

7.2.14.1. An AF Form 3132, **General Purpose Form**, will be used to document all vehicles transporting hazardous materials. Annotate the following information: date of arrival, identification number, license plate number, company name, shipping name of the hazardous material, classification, hazardous material ID number, reportable quantity notation (RQ or RQ-number) (for use in reporting spill incidents to the fire department) and delivery location.

7.2.14.2. Contact the base fire department and provide above information. NOTE: Do not log in POL trucks.

7.3. Security Forces will provide guards at installation entry control points as follows:

7.3.1. Main Gate: Bldg 1127, 24 hours per day, 7 days per week. If conditions warrant (heavy traffic), an additional guard will be posted to aid the primary entry controller.

7.3.2. Hospital Gate. Bldg 1275, 24 hours per day, 7 days per week. If conditions warrant (heavy traffic), an additional guard will be posted to aid the primary entry controller.

7.3.3. Missile Road Gate. Bldg 1450, 0530-0800 and 1500-1700, Monday-Friday. Closed on Federal Holidays.

7.3.4. Capehart Gate. Bldg 5000, 24 hours per day, 7 days per week.

7.4. Installation Entry Controllers will:

7.4.1. Comply with written operating instructions (OI).

7.4.2. Direct and control all vehicle and pedestrian traffic entering and/or departing the installation through the entry point.

7.4.3. Render salutes to officers indicated by a blue color-coded grade decal.

7.5. Gate Closure Procedures. Security Forces entry controllers will close all gate barriers as indicated below. **NOTE:** The Capehart Gate will only be closed if that area is affected.

7.5.1. Automatically close all gate barriers upon notification of an alarm activation from an AA&E facility (SFS Armory, Munitions Storage Area, Combat Arms Training and Maintenance [CATM] Vault, or Aircraft Weapons Storage Vault, Bldg 1045, Rm 107) or a duress originating from the Law Enforcement Desk (LED).

7.5.2. Upon notification of a duress activation from the South Shoppette, the Main Gate will automatically close the gate barriers.

7.5.3. Upon notification of a duress activation from the North Shoppette, the Hospital Gate will automatically close the gate barriers.

7.5.4. Upon notification an actual robbery has occurred.

7.5.5. Upon direction from the on-duty desk sergeant, flight chief, or higher authority.

7.6. The Capehart School Gate will be open weekdays from approximately 0600-1800.

7.7. Entry controllers will conduct 100 percent ID checks between 2200-0500 each day. During identification checks, all individuals in a vehicle must have a valid DoD identification card or a properly issued visitor pass or be listed on an approved/authenticated guest list for a specific event. (Delivery personnel requesting entry will be identified via state driver's license and invoice.) Entry onto the installation will be denied unless one of these requirements has been met. Local city, county, and state-owned vehicles, including law enforcement agencies (the entry controller must notify the LED), will be allowed access onto the installation while on official business.

7.8. Installation Entry Point Checks. Installation Entry Point Checks will be accomplished daily as directed by the 82 TRW/CC. 82 SFS/SFO posts a quarterly listing of computer-generated checks to be conducted. 82 TRW/SJA will coordinate and 82 TRW/CC will approve the listing. Approved lists will be forwarded to the 82 SFS/SFO for implementation. Personnel attempting to leave SAFB with unauthorized government property, contraband, or classified information must have appropriate written authority from their squadron commander or a designated representative, with a complete inventory of items to be removed. Information concerning the Installation Entry Point Check program can be found in SAFBI 31-203, ***Installation Entry Point Checks***.

7.9. Barment Procedures. Under the authority of 50 U.S.C. 797 and DoDD 5200.8, installation commanders may deny access to the installation through the use of a barment order.

7.9.1. 82 SFS/SFAR will initiate all actions to bar personnel under Title 18 of the US Code, Section 1382. In addition, the following procedures will be followed:

7.9.1.1. Personnel recommending barment action will forward a request to 82 SFS/SFAR with supporting documentation. 82 SFS/SFAR will coordinate barment actions through the office of the Staff Judge Advocate.

7.9.1.2. 82 SFS/SFAR will forward barment letters to civilians by certified mail when not delivered in person. Individuals who cannot be located or will not accept delivery of certified mail will be placed on the barment list. 82 SFS/SFAR will maintain undelivered barment letters. When such persons attempt to enter Sheppard AFB, the individual will be detained, served the barment letter, and escorted off base.

7.9.2. Barments will remain in effect until the individual requests and/or receives approval from 82 TRW/CC to reenter SAFB. 82 SFS/SFAR will develop internal administrative procedures to ensure the list of barred individuals does not become so long that it loses effectiveness or manageability.

7.9.3. The Separations Section, 82 MSS/DPMAS, will notify 82 SFS/SFAR in writing when Staff Judge Advocate recommends that barment action be initiated on a military member being discharged under undesirable conditions. 82 SFS/SFAR will accomplish a barment action addressed to the member and forward the letter to 82 MSS/DPMAS to be entered in the separating member's folder. 82 SFS/DPMAS will serve the barment letter and forward a copy of the barment letter, signed by the member, to 82 SFS/SFAR.

7.9.4. A list of barred personnel will be maintained at all gates, Pass and Registration, Security Forces LED, and Visitor Center.

8. Restricted and Controlled Area Entry & Circulation Control Procedures. Although there are no permanently established restricted areas on Sheppard AFB, the possibility exists for PL 1, 2, or 3 aircraft to transient the installation. When a PL 1, 2, or 3 aircraft lands at Sheppard, a temporary restricted area must be established around the asset. All references to restricted areas apply to temporary areas established to protect transient aircraft. Detailed requirements for PL 1, 2, and 3 resources are identified in SAFB Plan 31-101, *Installation Security Plan*, Tab A to Appendix 1 to Annex E.

8.1. Entry Controls for Restricted Areas. Security Forces personnel performing official duties for protection of the aircraft, crew members who appear on a properly authenticated Entry Authority List (EAL), or personnel who are specifically designated on a current EAL for maintenance/support, are the only personnel authorized unescorted entry. For PL 3 resources, all other personnel must be escorted by a crew member or by an individual designated on a current EAL for maintenance/support. For PL 1 or PL 2 resources, all other personnel must be logged in and out on an AF Form 1109, and must be escorted by a crew member or by an individual designated on a current EAL as having escort authority.

8.2. Circulation Controls.

8.2.1. The Chief of Airfield Management and Base Operations personnel will notify the Command Post, LED, 80 FTW Maintenance Operations Center (MOC), and Fire Department of the pending arrival and departure of PL 1, 2, or 3 resources as soon as the information is received. Arrival notification will include the estimated time/date of arrival, type of aircraft, owning command, tail number, protection level of the aircraft, type of weapons, and estimated time/date of departure. Upon arrival of the aircraft, base operations personnel will obtain a copy of the

crew orders for all aircraft parking at Sheppard. As a minimum, the orders must contain name, rank, at least the last six of the SSAN, organization, security clearance status, inclusive dates of travel, and expiration date. Once the aircrew orders have been authenticated by the on-duty flight chief, they may be used in lieu of an EAL for transient aircraft.

8.2.1.1. Anyone appearing on a properly authenticated EAL may escort personnel conducting official business into a PL 3 restricted area. Personnel performing escort duty into PL 1 and PL 2 restricted areas must be identified on a properly authenticated EAL as having escort authority. Aircraft commanders have unlimited escort authority for their specific aircraft.

8.2.1.2. Units preparing an EAL with escort officials designated will coordinate with Security Forces to develop proper escort briefings that cover security and safety requirements. Escorts must ensure the procedures identified in AFI 31-101, para 9.11.3. are complied with.

8.2.2. Identify specific parking areas across from base operations, east side of Building 1360, for parking PL 1, 2, or 3 resources transiting Sheppard AFB.

8.2.3. All personnel working in or around areas containing PL 1, 2, or 3 resources must remain vigilant and immediately report any suspicious activity and/or personnel in the vicinity of the restricted area to Security Forces.

8.2.4. Security Forces will post a dedicated internal Security Response Team (SRT) member armed with an M-16 rifle and 120 rounds of ammunition to assist support personnel in observing the area. The internal SRT must be dispatched immediately when an alarm is received and be capable of arriving on scene within 3 minutes. In addition, post a response element of at least two personnel (usually an external SRT or installation patrol) armed with an M-16 rifle and 120 rounds of ammunition capable of responding within 5 minutes to any aircraft's location.

8.3. Controlled Areas. Controlled areas are established by the ISC as directed by AFI 31-101, ***The Air Force Installation Security Program***. A listing of controlled areas on Sheppard AFB is at Attachment 3.

8.3.1. The installation commander has delegated the authority to grant entry into controlled areas to the unit commander controlling the asset.

8.3.1.1. Commanders of units with controlled areas have the authority to grant unescorted entry for personnel working within their respective controlled areas. For verification purposes, all personnel with unescorted access must be annotated by name, organization, and/or other identifying data (SSAN, ID number, etc.), on a roster approved by the applicable unit commander. This roster will be maintained within the unit and readily accessible to personnel verifying access to the controlled area. The Sheppard Exercise Evaluation Team (EET) Chief will provide all

controlled areas requiring access by the EET with a personnel roster signed by the EET Chief with the name, rank, SSAN, and security clearance of each team member.

8.3.2. Unit commanders or activity chiefs of controlled areas will ensure that adequate written operating procedures governing entry and circulation control are established and assigned personnel are aware of these procedures. At a minimum, these written procedures must include:

8.3.2.1. Requirements for authorized entry.

8.3.2.2. Medium used for recognizing authorized personnel.

8.3.2.3. Escort procedures for personnel not assigned to or not working in the controlled area on a regular basis (i.e., maintenance, firefighters, inspectors, security forces, and visitors).

8.3.2.4. Procedures for identifying unauthorized personnel and notifying 82 SFS.

8.3.2.5. Instructions for verifying visit requests.

8.3.2.6. Emergency and FPCON entry/operating procedures.

8.3.2.7. Key control procedures.

8.3.2.8. Alarm operating procedures.

8.3.3. The Controlled Area Monitor is required to have access to AFI 31-101, SAFBI 31-101, and SAFB Plan 31-101. They will also maintain a folder or notebook containing the items listed in AFI 31-101/AETC Sup 1, Attachment 1, as well as the following. **NOTE:** Place a cross-reference sheet in the resource protection folder for items maintained in locations other than the folder.

8.3.3.1. 82 SFS/SFOSS must approve an OI for each specific area.

8.3.3.2. Documentation of most current initial and semiannual controlled area and antirobbery training given to personnel working in the area.

8.3.4. Unit commanders or activity chiefs will:

8.3.4.1. Ensure only the minimum number of personnel has access to keys and combinations and that all keys are inventoried at least annually.

8.3.4.2. Ensure controlled area entrances are kept to the minimum necessary for safety, efficiency, and operational control.

8.3.4.3. Ensure "Controlled Area" signs are posted and maintained as required by the basic instruction.

8.3.4.4. Ensure initial and annual refresher training is conducted and documented.

8.3.4.5. Consider sending unit resource protection monitor to ECI Course 8100, Crime Prevention Theory, Practice, and Management.

8.3.5. All on-duty 82 SFS personnel and SAFB Fire Department (82 CES/CEF) personnel performing official duties are granted unescorted entry to all controlled areas on SAFB. The respective controlled area will verify status by contacting the appropriate control center.

8.3.6. Visitors who require access to a controlled area must contact the responsible unit prior to the actual visit and must adhere to the unit's established visiting procedures for entry, exit, and circulation control. Any deviation from prescribed operating instructions will result in apprehension/detention by SF personnel.

8.3.6.1. Doors used for processing visitors into a controlled area will have a door viewer or similar device installed to allow proper identification before entry. (Only for facilities that are manned and control entry into their area.)

8.4. Equipment and other items will not be stored, parked, or stacked within 5 feet of any fence, building, pole, etc., if they can be used to aid entry to an area or building.

9. Security Forces, Supporting Forces, and Equipment. Security Forces provide the foundation of the Air Force Installation Security Program. All other Air Force members assigned to an installation possessing or supporting protection-level resources are in some manner a member of the supporting forces.

9.1. Security Forces. Security Forces are employed throughout the installation to detect unusual occurrences, delay and deny the entry of unauthorized individuals to resources, initiate an immediate alarm, provide appropriate armed response, discriminate between hostile acts and other occurrences, and initiate proper FPCON and contingency actions when required.

9.1.1. Post Priority. The installation CSF is granted the authority to establish post priority list and to determine which post(s) go unmanned during personnel shortages. A post priority list for normal operations is located at Attachment 5. Post priority list for increased FPCONs are located in SAFB Plan 31-101, *Installation Security Plan*, Annex M.

9.1.2. The 82 TRW/CC has termination authority for all Helping Hand reports.

9.1.3. The 82 TRW/CC has termination authority for all Covered Wagon reports.

9.1.4. The CSF will determine and ensure implementation of all Sheppard Crime Prevention Programs.

9.1.4.1. The base Crime Prevention Specialist will provide analyzed crime data to the NCOIC, Installation Security, on a monthly basis. Unit commanders and other interested agencies will be provided the information upon request.

9.1.5. The 82 SFS will conduct checks of the bulk Petroleum Oil Lubricant (POL) storage, Munitions Storage Area (MSA), and Liquid Oxygen (LOX) storage areas during non-duty hours.

9.2. Support Forces. USAF personnel from other fields are support force members. The role they play varies in relation to their place of duty. Those who do not work within a restricted or controlled area support installation security by remaining alert to and reporting suspicious activities near the area. Those who work within a restricted or controlled area (owner/user) support installation security by applying internal controls within the area and, in some cases, by providing entry control and armed support for the Security Forces.

9.2.1. Augmentation. Augmentees are personnel identified through the Resource Augmentation Duty Program (READY). READY personnel are identified by their respective units and trained by Security Forces personnel.

9.2.2. All personnel working in and around restricted or controlled areas must remain vigilant at all times for suspicious activities. Unit commanders will do the following:

9.2.2.1. Ensure their personnel are aware of their responsibilities within the areas.

9.2.2.2. Continually assess measures utilized within these areas to ensure adequate protection is afforded the aircraft.

9.2.2.3. Ensure aircraft parking areas are lit during hours of darkness.

9.2.2.4. Notify the LED of any changes in security for the flight line area and request assistance to ensure areas are properly protected.

9.2.2.5. Provide increased security as outlined in the SAFB Plan 31-101, *Installation Security Plan*, whenever a FPCON is implemented.

9.2.2.6. Take the following actions upon discovering an unauthorized individual on the flight line area.

9.2.2.6.1. Notify the LED.

9.2.2.6.2. Detain the individual if possible.

9.2.2.6.3. Remove the individual from the area.

9.2.2.6.4. Make an immediate check of the area for unusual or suspicious devices/ items.

9.2.2.6.5. Release the individual to the responding Security Forces personnel and brief Security Forces on the incident.

9.2.2.6.6. Not operate civilian vehicles on the flight line without obtaining authorization from base operations and having the appropriate driver's license overstamp or an AF Form 483, *Certificate of Competency*, issued by base operations.

9.2.3. Base operations personnel will obtain a copy of the crew orders for all aircraft parking at Sheppard. As a minimum, the orders must contain name, rank, at least the last six of the SSAN, organization, security clearance status, inclusive dates of travel, and expiration date.

9.2.4. All personnel on Sheppard AFB will:

9.2.4.1. Assist in protecting and controlling access to restricted and controlled areas.

9.2.4.2. Immediately report any incident occurring in or around restricted or controlled areas to the Maintenance Operations Center and/or Security Forces no matter how casual the incident may seem.

9.2.4.3. Not take photographs on the flight line without permission from on-duty base operations personnel (for priority aircraft ramp) or 80 FTW personnel (for ENJJPT ramp).

9.3. Patrol Coverage Requirements. Sheppard Air Force Base is divided into five sectors. Each patrol is assigned a specific patrol zone in order to avoid duplication of work and provide adequate patrol coverage of the installation. Patrols should remain in their sector unless otherwise dispatched. Patrols must be thoroughly familiar with each patrol sector; know the buildings, controlled areas, sensitive areas, and alarmed facilities. Patrols must be knowledgeable of all roadways and the quickest route of response to any area within each sector.

9.3.1. Sector 1. The area east of Avenue K from 1st to 5th Street and from 10th to 17th Street; east of Avenue J from 5th to 10th Street and from 17th to 21st Street; east of Avenue H from 21st to 22d Street; south of the northern installation perimeter; west of the active flight line; and north of the southern edge of the Hangar 1360 ramp. The sector 1 patrol assumes primary responsibility for security of all protection-level aircraft transiting Sheppard Air Force Base.

9.3.2. Sector 2. The area within the installation perimeter north of 9th Street from the hospital gate to Avenue J and north of 10th Street from Avenue J to Avenue K; west of Avenue K from 10th to 17th Street and from 22d Street northward and west of Avenue J from 17th to 21st Street.

9.3.3. Sector 3. The area east of Avenue E; south of 9th Street; west of Avenue J from 9th to 5th Street and west of Avenue K from 5th to 3d Street; and north of 3d Street.

9.3.4. Sector 4. The area within the installation perimeter west of Avenue E; south of 9th Street and the entire Capehart Housing Area.

9.3.5. Sector 5. The area within the installation perimeter east of Avenue E and south of 3d Street and the Medical Readiness Area. Sector five will conduct frequent checks of the 1360 ramp when priority resources are not present.

9.3.6. Shift Sergeant. The entire base, Capehart Housing, Medical Readiness Area, and the area immediately around Capehart Housing's perimeter.

10. Intrusion Detection Systems (IDS).

10.1. Coordinate new alarm systems or replacements with the 82 SFS/SFOSS prior to acquiring them. 82 SFS must approve, in writing, all requests for new or additional alarm systems, in addition to any requested modifications for installed systems. Contracts for alarms on SAFB will not be entered into without prior coordination and concurrence of 82 SFS/SFOSS. 82 CES/CC will ensure all alarm systems meet required specifications.

10.2. Facility custodians will conduct alarm tests for their facility. Test Joint-Service Interior Intrusion Detection System (JSIIDS) equipment every 30 days. Test duress systems that can be reset by the user and commercial systems weekly. Document alarm tests utilizing the AF Form 2530, **Alarm Test Record** (provided by 82 SFS/SFOSS). For alarm system test procedures, see Attachment 6.

10.3. AFVA 31-232, **Warning!!! This Facility is Protected by an Intrusion Detection Alarm System...Warning!!!**, (5 1/4 x 8) will be displayed at every entrance to an alarmed area protected by an IDS.

10.4. Alarm verification codes are changed quarterly (January, April, July, and October), when compromised, or upon the termination of a knowing employee. Facility custodians must pick up their codes at the LED no earlier than 2 workdays prior to the end of the quarter and no later than the last day of the quarter.

10.5. Custodians of facilities with IDS systems that fail or malfunction will call the LED with a work request number which will be recorded in the Security Forces Blotter. All efforts should be made to determine the cause of the malfunction. Owner/User is responsible for providing a monitor for the affected area until the malfunctioning alarm has been returned to normal operation. The monitor will be responsible for providing constant observation of the affected area, observing for any unusual circumstances, and notifying Security Forces of any suspicious activity.

10.6. The postal facility will have an ISC-approved IDS installed.

11. Resource Protection Program Management.

11.1. The 82 CES will notify 82 SFS/SFOSS of all planned or projected major construction projects. All construction projects must be coordinated through the Resource Protection Manager, 82 SFS/SFOSS, and the Installation Antiterrorism NCO, 82 SFS/SFOSX, prior to initiation of the project.

11.1.1. Statements of Work (SOW) or Performance Work Statements (PWS) for all new construction and renovations involving on-base contractor operations which could and/or will involve the physical security of a controlled area, funds facility, and/or alarmed area, will be coordinated through 82 SFS/SFOSS before submitting them to the contracting office.

11.2 Annual self-inspections will be conducted at those activities handling or storing funds of \$99,999 or less. These self-inspections must:

11.2.1 Be conducted by the funds custodian or the unit RP Monitor.

11.2.2. Be conducted using the checklist provided by RPPM.

11.3. Unit RPMs who are entrusted with the security and control of funds, weapons, or other high-value items for their respective section will conduct anti-robbery training. As a minimum, this training will be conducted upon initial assignment and annually thereafter for all personnel assigned/hired. Personnel must follow the anti-robbery procedures described in SAFB Plan 31-101, *Installation Security Plan*, during an actual or exercise robbery.

11.4. The RPPM will conduct anti-robbery exercises for facilities storing less than \$100,000 on a quarterly basis. Each quarter, 10% of all funds facilities will be exercised at random. The RPPM will provide the results of the exercises at the annual Resource Protection Executive meeting. The RPPM may conduct no-notice anti-robbery inspections on all facilities falling under the Resource Protection Program at any time.

12. Protection of Arms, Ammunition, and Equipment (AA&E).

12.1. The 82 SPTG/CC is the designated approval authority for Firearms Storage Facilities.

12.2. The Munitions Contractor will establish written procedures for safeguarding AA&E material and will coordinate the procedures with 82 SFS/SFOSS. AA&E custodians must coordinate with the RPPM to ensure adequate written procedures, to include anti-robbery procedures, are established before a facility is approved for storage of weapons. Written procedures for security of conventional munitions and non-priority weapons system structures, gates, and containers (except facilities governed by AFI 21-101) must be developed. The procedures must include key and lock controls. As a minimum, key control will be established in the following manner:

12.3. AA&E custodians will ensure that entry to the storage facility is strictly limited and controlled. All visitors not listed on an authenticated EAL must be escorted at all times and signed in via AF Form 1109, **Visitor Log**, or permitted to enter based on personal recognition. All AA&E facilities must be secured when not directly supervised by an authorized attendant.

12.4. Contractor/Munitions personnel performing entry control duties will not be armed during normal or contingency operation. Owner/User will arm only when transporting in accordance with SAFB Plan 31-101, Installation Security Plan.

12.5. Operational Munitions: The term “**operating levels of munitions**” pertains to facilities storing small quantities of munitions (sensitive items) routinely used or stored by operating agencies such as civil engineers, aircraft maintenance, aircrew life support. The operational munitions must be protected in the following manner (when practical).

12.5.1. Stored in a metal or wooden container, attached to the facility.

12.5.2. Container secured by locks meeting Commercial Item Description (CID) A-A-1927C or a GSA-approved changeable combination lock.

12.5.3. Inventories must be conducted at least monthly or when container is opened. It is not necessary to open sealed containers during each inventory.

12.6. Before any government weapon is transported, the owner or user will notify the LED and provide the following information:

12.6.1 Type of weapon to be moved.

12.6.2 Transporting vehicle information.

12.6.3. Route to be taken.

12.6.4. Name of the custodian.

12.6.5. The LED will be notified upon completion of the movement. This notification procedure does not apply to Category II, III, and IV weapons, if five weapons or less.

12.7. Munitions Contractors will maintain a resource protection facility folder/notebook containing the items listed in AFI 31-101/AETC Sup 1, Attachment 1, along with a lock and key custodian designation letter signed by the unit commander. This letter must be forwarded to 82 SFS/SFOSS for review and coordination.

12.8. All work orders, including AF Forms 332, **Base Civil Engineer Work Request**, which relate to the storage of firearms or ammunitions must be coordinated through 82 SFS/SFOSS.

12.9. Consigning agency representatives will respond within 1 hour after notification to take custody of their shipment. 82 LG/MXS/MAM personnel will be available to provide access to assigned storage bays.

12.10. Privately-Owned Weapons. The 82 SFS Armory, Bldg 2118, is the **only designated storage location** on SAFB for those personnel not authorized to keep their privately owned weapons and ammunition at their residence. The armory will accept no more than 250 rounds of privately owned ammunition from a single individual. Personnel residing in Wherry, Capehart, or Bunker Hill military family housing areas may store their privately-owned firearms and ammunition within their quarters. Personnel with firearms stored in on-base quarters must obtain an AF Form 1314, **Firearm Registration**, from their unit, to register their firearms with 82 SFS Armory. These individuals must have their unit commander sign the AF Form 1314.

12.10.1. Privately-owned weapons or ammunition of any type will not be brought, possessed, stored, or used in any building, vehicle, Lake Texoma Recreation Facility, or area on SAFB at any time, except as provided for in this and other published directives. Personnel residing in bachelor living quarters, including transient quarters, are prohibited from having privately owned firearms or ammunition in their rooms. Firearms and ammunition will be stored in the 82 SFS Armory. Upon initially storing the firearms or ammunition in the armory, individuals will be given an AF Form 1314, which must be signed by the applicable unit commander or a designated representative. Personnel may remove their personal firearms and ammunition from the armory provided the individual shows no apparent signs of duress. Personnel withdrawing firearms and ammunition must return them to the 82 SFS Armory immediately after use.

12.10.2. Unit commanders of personnel with firearms and ammunition stored in the 82 SFS Armory will maintain a list of these individuals and will develop procedures to notify 82 SFS/SFO in the event circumstances warrant an individual not being granted access to their weapons.

Armory personnel will not release firearms to an individual who appears to be under the influence of alcohol, drugs, or other intoxicants or in an excited mental state or during civil disorder, riot, or demonstration. The CSF must approve the removal of weapons during these situations.

12.10.3. Personnel are authorized to transport privately-owned weapons directly from their base quarters or the Security Forces Armory off the installation or to a base-sponsored activity (hunter safety class, skeet range, etc.) or directly from the gate to their quarters, the Security Forces Armory for storage, or a base-sponsored activity (hunter safety class, skeet range, etc.). Personnel transporting firearms must have the firearm and ammunition physically separated in different areas of the vehicle and not readily accessible to anyone in the vehicle. When possible, weapons will be transported in a case and secured in the trunk of the vehicle. At no time are personnel allowed to transport concealed or loaded privately-owned weapons on the installation.

12.10.4. Personnel who are not authorized to keep firearms and ammunition in their quarters will report to the 82 SFS Armory and turn them in immediately after coming into possession of them. 82 SFS Armory personnel will issue a receipt for the firearms and/or ammunition on an AF Form 1297, **Temporary Issue Receipt**.

12.10.4.1. Within 72 hours after turning in the firearms and/or ammunition, individuals must request an AF Form 1314 from their unit personnel office, complete it, obtain the unit commander's or designated representative's signature, and provide a copy of the form to 82 SFS Armory personnel.

12.10.4.2. The original AF Form 1314 will be maintained by the applicable unit personnel office. Personnel wishing to withdraw their privately-owned weapon from the armory must give a minimum of 24 hours notice to the SFS Armory.

12.10.5. All personnel with registered firearms will out-process through the 82 SFS Armory when departing PCS or when transferring ownership of the stored items.

12.11. Individuals will never use, possess, sell, transfer, or bring weapons or explosives onto SAFB unless in conjunction with an approved military activity or as provided for in this or any other directive. Individuals may carry hunting and fishing knives on base only when going to or returning from hunting or fishing. Aircrew members are authorized to carry the MC-1 survival knife IAW AFI 11-301, **Aircrew Life Support (ALS) Program**, Attachment 1, as long as it remains a standard part of the flight uniform. Individuals may carry bows and arrows, crossbows, and bolts to and from hunting or archery events. Personnel who reside in dormitories (permanent and temporary) must store these weapons in an area provided by their first sergeant and the unit commander will determine the necessary check-in/check-out procedures.

12.12. Individuals will not discharge any type weapon on SAFB, except during the performance of official duty, without prior permission from 82 SFS/CC. This includes BB guns, bows and arrows, crossbows, pellet guns, slings, slingshots, etc. (This does not apply to the base firing range, skeet range, or 82 SFS and AFOSI personnel performing official duties.)

12.13. In accordance with DoD 5100.76M, chapter 5, NMSA contractors are required to conduct random consensual searches of vehicles and personnel entering or exiting the entry control point.

13. Protection of Mission Support Aircraft.

13.1. Procedures for the protection of SAFB mission support aircraft areas are outlined in SAFB Plan 31-101.

13.2. All personnel working in the flight line area or flight line industrial complex are responsible for airfield protection. Personnel in all work sections must be on the alert for:

13.2.1. Lone individuals in the vicinity of aircraft which are not scheduled to fly.

13.2.2. Any strange or unusual conduct or appearance of personnel while preparing for a scheduled flight.

13.2.3. Any action by individuals which could be determined as possibly resulting in an attempt to operate or cause damage to an aircraft.

13.3. In the event an individual believes there is an illegal attempt to operate or damage an aircraft, the following actions are to be taken:

13.3.1. Notify the Security Forces or flight line contractor personnel with a radio-equipped vehicle, who will immediately contact the LED.

13.3.2. Attempt to detain the suspect until arrival of Security Forces.

13.4. All POVs operated on the airfield must display a flight line decal issued by the 80th Flying Training Wing, Airfield Management Office (80 FTW/DOAB). A letter of justification must be submitted with each request to 80 FTW/DOAB for review and determination whether or not to issue a decal.

13.5. The owner or user agency will maintain surveillance of their aircraft during operational hours.

13.6. Distinguished Visitor protection is outlined in SAFB Plan 31-101, *Installation Security Plan*, Enclosure 2 to Tab E to Appendix 2 to Annex C.

13.7. In the event a mission support aircraft is temporarily grounded for maintenance at Frederick Auxiliary Airfield, Lawton Airport, Lawton, Oklahoma, or any other local or auxiliary airfields, security for these aircraft is the responsibility of the owner/user. Security Forces will provide security for any PL 1, 2, or 3 aircraft, provided Sheppard is the closest installation.

14. Protecting Funds.

14.1. The CSF is the delegated approval authority for funds handling and storage authority, limitation, and location. Changes in the funds storage limitations must be coordinated through 82 SFS/SFOSS.

14.2. All personnel employed to handle funds must receive an initial briefing on proper funds handling, safeguarding, and anti-robbery procedures before performing such duties. This training must be re-accomplished at least semiannually and is the responsibility of the applicable facility funds custodian. All training must be documented and a copy of the training or a cross-reference sheet maintained in the facility resource protection folder/notebook for 1 year.

14.3. Funds handlers will keep cash exposure to the absolute minimum.

14.3.1. Funds will be maintained in proper containers when transactions are not being conducted. Empty all cash container drawers and leave them open during non-operating hours, except electronic registers.

14.3.2. Equip all cash containers with operative locks and secure the keys when the containers are left unattended during operational hours. Remove all cash from the cash containers at the close of each duty day and wipe the safes, vault doors, and cash boxes clean of fingerprints.

14.4. Funds custodians must have access to SAFB Plan 31-101, *Installation Security Plan*, AFI 31-101/AETC Sup 1, *The Air Force Installation Security Program*, SAFBI 31-101, *The Installation Security Instruction*, and established written procedures for the handling and safeguarding of funds. They must also ensure all the employees know and comply with the procedures after approval by 82 SFS/SFOSS. Necessary documentation that must be included in the funds procedures package is listed below.

14.4.1. Funds authorization letter.

14.4.2. Funds operating procedures.

14.4.3. Copies of the latest survey or program review and exercise reports with the replies attached. (Ensure self-inspections were accomplished.)

14.4.4. AF Form 116, **Deviations from Security Criteria**.

14.4.5. Copies of any work requests affecting security of the area.

14.4.6. Current instructions governing funds to include AFI 31-101, *The Air Force Installation Security Program*, AFI 31-101/AETC Sup 1, *The Air Force Installation Security Program*, SAFBI 31-101, *The Installation Security Instruction*, and SAFB Plan 31-101, *Installation Security Plan*.

14.4.7. Anti-robbery training documentation.

14.4.8. Alarm operating procedures (operation and testing).

14.5. AF Form 439, **Robbery Checklist**, must be posted in a visible location at every cash register, cashier's cage, check-out point, or safe on SAFB.

14.6. The ISC has established the following funds escort requirements: (**NOTE:** Security Forces will only provide escorts for government funds.)

14.6.1. Funds A - Amounts up to \$7,499 are transported by the owner or user funds carrier. Escorts are not required.

14.6.2. Funds B - Amounts from \$7,500 to \$24,999 require one unarmed user escort. Personnel transferring these funds will call the LED prior to, and upon completion of, the funds movement. Provide a description of the vehicle, including the color, make, year, model, and license number. If on foot, provide a physical description, which includes features and clothes.

14.6.3. Funds C - \$25,000 or more on base must have one armed Security Forces escort.

14.6.4. Funds D - \$25,000 or more off base must have one armed Security Forces escort.

14.7. Procedures for transporting funds are as follows:

14.7.1. Initiate escort by contacting the LED for security escort. **NOTE:** Security Forces will only provide escorts for government funds.

14.7.2. Individuals carrying funds must also carry an AF Form 439, **Robbery Checklist**.

14.7.3. All funds carriers must proceed directly to the facility.

14.7.4. When transporting funds by vehicle, escort personnel will follow the funds custodian.

- 14.7.5. Funds custodian must always keep the pouch or funds container out of view.
- 14.7.6. When transporting funds on foot, keep the funds pouch or container hidden from view by carrying it in a shopping bag or some other discrete type of receptacle.
- 14.7.7. Both the funds carrier and escort must be observant while en route for any suspicious person(s) or vehicle that may be following or conducting surveillance.
- 14.7.8. Both the funds carrier and escort must be observant at the depository for any suspicious individual(s) loitering nearby, either on foot or in parked vehicles.
- 14.7.9. In case of an emergency, the funds carrier should immediately proceed to the nearest manned 82 SFS post or base activity with personnel on duty and immediately telephone the LED.
- 14.8. The ISC has determined that 82 SFS will conduct building checks at facilities storing \$25,000 or more. A check will be conducted at least once each duty shift during non-operational hours.
- 14.9. During non-operating hours, funds of \$499.99 or less will be stored, as a minimum, in lockable metal containers approved by the Resource Protection Technical Consultant. Funds more than \$500 but less than \$7,500, will be stored in a safe. The safe must weigh 500 lbs, or more, or be bolted to the floor. These safes must also have a three-position changeable combination lock. Store \$7,500 to \$99,999 in GSA class 1 or higher container. Secure funds containers on casters or containers weighing less than 500 lbs without Intrusion Detection Equipment (IDE) (or not located inside a vault to the premises).
- 14.10. Whenever possible, photoelectric sensors will be installed for external lights, instead of manually operated switches.
- 14.11. At a minimum, keys will be signed out to individuals or organizations on an AF Form 2432, **Key Issue Log**, or other similar automated product. Annotate the issuance of each specific key on the form and the recipient's signature to verify receipt of key(s). (AAFES personnel will use an equivalent form.) Each unit must forward their key control procedures to 82 SFS/SFOSS for review and coordination prior to implementation.
- 14.12. All doors to locations where funds are stored should be equipped with a strike plate and viewing device which allows for a full 180-degree view and must be kept locked. The door viewer and strike plate are mandatory requirements for facilities that store funds totaling \$7,500 or more. Facilities storing less than \$7,500 are highly encouraged to install them.
- 14.13. Each funds activity will notify 82 SFS/SFOSS prior to activating a new funds facility, relocating a funds container, making any physical changes to a funds container or funds storage room/area, or increasing or decreasing the amount of funds to be handled or stored.

15. Protection of Medical Pharmacies and Other Resources. Medical personnel will establish written Operating Instructions (OIs) for the protection of pharmacies and medical facilities security. Provide a copy of the OIs to 82 SFS/SFOSS. Procedures governing the elopement of an inpatient must be included in the medical OI.

Section C--Training

16. AT/FP Training and Education: As directed by AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT/FP) Standards*, Level I Antiterrorism Training is mandatory for all Air Force personnel within 6 months of any deployment, leave, or travel outside the continental US. For those individuals going PCS, the MPF Outbound Assignments Checklist will include this training requirement to their relocation-processing letter and must be completed prior to final out-processing. For those individuals going TDY, the Unit Deployment Managers (UDM) are required to ensure all individuals receive this training prior to deployment.

16.1. AFOSI Special Agents will conduct Level I training. Other personnel with Level II training may assist in conducting Level I training if the need arises.

16.1.1. All military and civilian personnel traveling overseas TDY, PCS, or on leave, including family members and DoD contract personnel on official travel, receive Level I Antiterrorism Awareness Training. The UDM or unit ancillary training manager will document this training and report on a monthly basis the total number of personnel trained to the Installation Antiterrorism NCO, 82 SFS/SFOSX. **NOTE:** When preparing the information, ensure numbers for family members are listed separately.

16.1.2. All personnel traveling to DoD-designated high-threat areas as defined in the Foreign Clearance Guide will be briefed on the Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict (OASD[SO/LIC]) or USAF/ILT DoD Travel Security Advisories, and any Federal Aviation Administration (FAA) travel advisories. This training must be scheduled through AFOSI.

16.2. All permanent party will receive a minimum 1.5 hours of AT/FP training annually. This training may be accomplished through the use of video, computer-based training, or other means. Personnel participating in FPCON exercises may apply that training to the annual requirement. Unit ancillary training managers must document this training requirement. Status of the training will be reported to 82 SFS/SFOSX on a monthly basis.

16.3. Unit ancillary training managers will report the full name, rank, and sending MAJCOM for personnel arriving without Level I training to 82 SFS/SFOSX.

13. Prescribed Forms. AF Form 75, **Visitor/Vehicle Pass**; AF Form 116, **Deviations From Protection Standards**; AF Form 332, **Base Civil Engineer Work Request**; AF Form 439, **Robbery Checklist**; AF Form 1297, **Temporary Issue Receipt**; AF Form 1314, **Firearm Registration**; and AF Form 2432, **Key Issue Log**.

20. History of instruction: Previously known as **AFI 31-209/SAFB Sup 1, 9 Apr 96**. The instruction was changed 1 June 2001 to reflect current number.

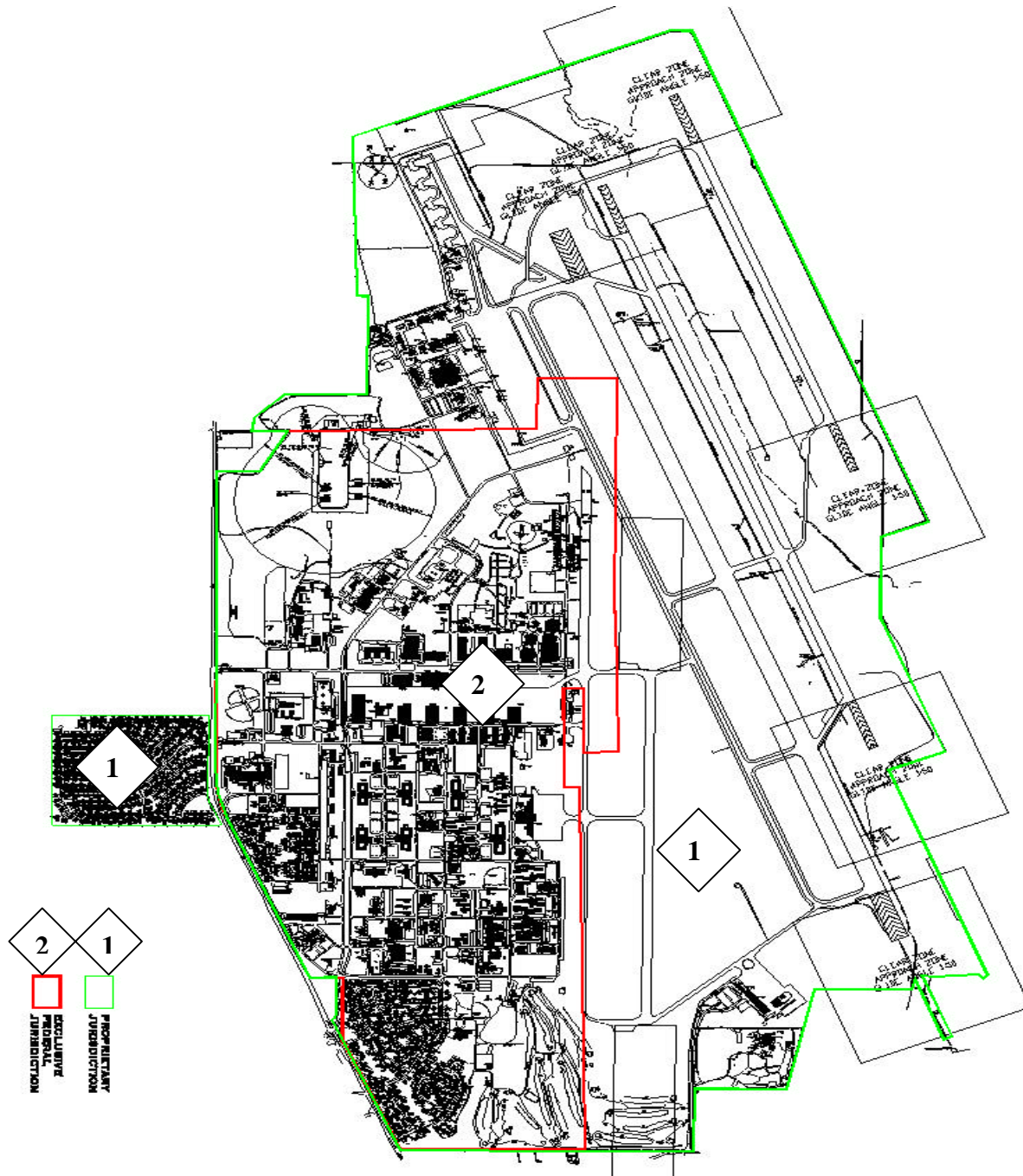
SHARLA J. COOK, Brig Gen, USAF
Commander

Attachments

1. Abbreviations, Acronyms, and Terms
2. Jurisdiction Map
3. Location of Protection-Level 4 Resources/Controlled Areas
4. Protection-Level 4 Resources Priority Listing
5. 82 SFS Post Priority Chart--FPCON Normal
6. J-SIIDS (Vindicator) Testing Procedures

*Attachment 1****ABBREVIATIONS, ACRONYMS, AND TERMS***

AA&E	Arms, Ammunition, and Explosive
AAFES	Army, Air Force Exchange Service
AFOSI	Air Force Office of Special Investigations
AFVA	Air Force Visual Aid
EET	Exercise Evaluation Team
Bldg.	Building
CSF	Chief of Security Forces
DoD	Department of Defense
DV	Distinguished Visitor
EAL	Entry Authorization List
ENJJPT	Euro-NATO Joint Jet Pilot Training
FWA	Fraud, Waste, and Abuse
IAW	In Accordance With
ID	Identification
IDS	Intrusion Detection System
ISC	Installation Security Council
J-SIIDS	Joint-Service Interior Intrusion Detection System
LED	Law Enforcement Desk
LOX	Liquid Oxygen
MILCON	Military Construction
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Officer in Charge
NLT	No Later Than
OI	Operating Instruction
OPR	Office of Primary Responsibility
PCS	Permanent Change of Station
PL	Protection Level
POL	Petroleum Oil and Lubricants
POV	Privately Owned Vehicle
PWS	Performance Work Statement
READY	Resource Augmentee Duty
RPP	Resource Protection Program
RPPM	Resource Protection Program Manager
SOW	Statement of Work
SRT	Security Response Team
FPCON	Force Protection Condition
US	United States



Attachment 3

LOCATION OF PROTECTION-LEVEL 4 RESOURCES/CONTROLLED AREAS

A1. Flight line Area

- a. SAFB Flight line (80 FTW)
- b. Bldg 12552, Radar Tower (82 CS)
- c. Bldg 1813, TACAN METNAV (82 CS)
- d. Bldg 1810, Precision Approach Radar (82 CS)
- e. Control Tower, Building 1095 (80 FTW)
- f. ENJJPT T-37/T-38 Mass Parking Area (80 FTW)
- g. Radar Generator, Building 2559 (82 CS)
- h. RAPCON, Building 2258 (80 FTW)
- i. Navigational Aid Facilities, Buildings 11531 and 11532 (82 CS)

A2. Communications Facilities

- a. Building 2560, Transmitter Room (82 CS)
- b. Telephone Frame Room, Building 845 (82 CS)

A3. Funds Facilities

- a. Finance Cashier's Cage/Vault, Building 402 (82 CPTS/FMF)
- b. Commissary Cashier's Cage, Building 120 (DeCA)
- c. Fort Sill National Bank, Sheppard Branch, Building 200
- d. Sheppard Bank (BX Annex), Building 239
- e. Union Square Credit Union, Building 212

A4. Arms, Ammunition, and Explosive Facilities

Attachment 3 (Cont)**LOCATION OF PROTECTION-LEVEL 4 RESOURCES/CONTROLLED AREAS**

- a. Munitions Storage Area Complex (82 LG)
- b. Security Forces Armory/Law Enforcement Desk, Building 2118 (82 SFS)
- c. Aircraft Weapons Storage Vault, Building 1045, Rm 107 (363 TRS)
- d. Combat Arms, Training, and Maintenance, Building 2125 (82 SFS)

A5. Central Computer Sites

- a. Base Communications Center, Building 237 (82 CS)
- b. Hospital Computer Room, Building 1200 (82 MDG)

A6. Medical Facilities

- a. Hospital Pharmacy, Building 1200 (82 MDG)
- b. Satellite Pharmacy, Building 100 (82 MDG)
- c. Medical Logistics Warehouse/Supply Vault, Building 1200 (82 MDG)

A7. Precious Metals Storage Areas. Precious Metals Room, Building 1917 (882 TRG)**A8. Hazardous/Essential Materials (POL/LOX)**

- a. POL Bulk Storage Facility Area, Building 2023 (82 LG)
- b. LOX Storage Facility Area, Building 2161 (82 LG)
- c. POL Gas/Diesel Storage Area, Building 2115 (82 LG)

A9. Command and Control. Sheppard Command Post, Buildings 430 and 920 (82 TRW/CP)**A10. Other Areas. Security Forces Evidence Room, Building 2118 (82 SFS)**

Attachment 4

PRIORITY OF PROTECTION-LEVEL 4 RESOURCES PRIORITY LISTING

- A1.** Security Forces Armory/Law Enforcement Desk, Building 2118
- A2.** Munitions Storage Area Complex
- A3.** Combat Arms, Training, and Maintenance, Building 2125
- A4.** Aircraft Weapons Storage Vault, Building 1045, Rm 107
- A5.** SAFB Flight line
- A6.** ENJJPT T-37/T-38 Mass Parking Area
- A7.** Radar Tower, Building 12552
- A8.** TACAN METNAV, Building 1813
- A9.** Precision Approach Radar, Building 1810
- A10.** Control Tower, Building 1095
- A11.** Radar Generator, Building 2559
- A12.** RAPCON, Building 2558
- A13.** Navigational Aid Facilities, Buildings 11531 and 11532
- A14.** Transmitter Room, Building 2560
- A15.** POL Bulk Storage Facility Area, Building 2023
- A16.** LOX Storage Facility Area, Building 2161
- A17.** Finance Cashier's Cage/Vault, Building 402
- A18.** Telephone Frame Room, Building 845
- A19.** Base Communications Center, Building 237
- A20.** Hospital Computer Room, Building 1200

*Attachment 4 (Cont)***PRIORITY OF PROTECTION-LEVEL 4 RESOURCES PRIORITY LISTING**

A21. Hospital Pharmacy, Building 1200

A22. Satellite Pharmacy, Building 100

A23. Medical Logistics Warehouse/Supply Vault, Building 1200

A24. POL Gas/Diesel Storage Area, Building 2115

A25. Sheppard Command Post, Building 430

A26. Fort Sill National Bank, Sheppard Branch, Building 200

A27. Union Square Credit Union, Building 212

A28. NOTE: Transient protection-level 1, 2, or 3 aircraft will take precedence over all facilities and mission support aircraft.

[illegible]

*Attachment 5 (Cont)***82 SFS POST PRIORITY CHART****FPCON NORMAL**

11	*05	ZONE 5		V	R				9MM
12	*24	Missile Gate (Mon - Fri 0530 - 0800 1500 - 1700 Closed weekends & Holidays)			R				9MM

* INDICATES THE ON-DUTY SHIFTS NUMBER (i.e., 100, 200, 300, or 400)

** INDICATES THE POST WILL NOT BE MANNED BY READY PERSONNEL

V INDICATES THE INDIVIDUAL REQUIRES A VEHICLE

R INDICATES THE INDIVIDUAL REQUIRES A PORTABLE RADIO (IF AVAILABILITY PERMITS)

INDICATES THE INDIVIDUAL IS DESIGNATED AS AN SRT MEMBER AND WILL BE ARMED WITH AN M-16 RIFLE WHEN PRIORITY RESOURCES ARE ON BASE

*Attachment 6***J-SIIDS (VINDICATOR) TESTING PROCEDURES**

THE FOLLOWING PROCEDURES WILL BE USED TO TEST THE PERFORMANCE CHARACTERISTICS OF THE JOINT SERVICE INTERIOR INTRUSION DETECTION SYSTEM (J-SIIDS)

A1. Inform personnel at the monitor cabinet LED that a system test will be performed. Telephone contact should be maintained with the LED to ensure alarm tests and status changes are displayed on the monitor module.

A2. Turn control unit mode switch to "Test/Retest."

A3. Ensure all doors and windows are closed.

A4. If an ultrasonic motion sensor is installed:

a. Proceed to an area more remote from the signal transceiver, position yourself facing the transceiver, and stand motionless until the audible tone from the control unit ceases.

b. Take one step 2 feet towards the signal transceiver.

c. Ensure the audible tone in the control unit sounds.

d. Stand motionless until the control unit audible tone ceases before activating each of the sensors. Activation of the remaining sensors must be accomplished with slight arm and hand movements to prevent activation of the ultrasonic motion sensor.

A5. Proceed to each balanced magnetic switch (door contacts), open each door and window slowly, and verify that the audible tone in the control unit sounds before each door or window is open more than 1 1/4 inch.

A6. If a capacitance proximity sensor is installed, proceed to each protected safe, cabinet, or metal grill, touch with one finger, and verify that the audible tone from the control unit sounds as each protected item is touched.

A7. If a vibration sensor is installed, proceed to each signal detector and rap the metal barrier close to each signal with the metal blade of a screwdriver at 2-second intervals, a total of four times, and verify that the audible tone from the control unit sounds after the fourth rap.

*Attachment 6(Cont)***J-SIIDS (VINDICATOR) TESTING PROCEDURES**

A8. If a passive ultrasonic sensor is installed, stand at various places in the protected area and lightly rattle keys on a key ring for short intervals, spaced 2 seconds apart, a total of four times, and verify that the audible tone from the control unit sounds after the fourth "rattle."

A9. If an alarm latching switch (duress) is installed:

- a. Activate the switch.
- b. Verify that the audible tone from the control unit sounds.
- c. Turn the control unit mode switch to access.
- d. Verify that the audible tone ceases.
- e. Verify that the light next to the switch-actuating lever is lit.
- f. For manually resetting duress: Remove the duress enclosure cover and depress the reset button inside the enclosure. Repeat steps A1 through A6 for each additional duress to be tested.
- g. For electronically resetting duress: Insert the control unit duress reset key into the duress reset lock switch, turn the key to the reset position, and then back to the key insert position. Remove the duress reset key from the control unit and verify that the light next to the switch-actuating lever is extinguished.